

## **Facility Rental Terms of Use/Agreement**

With the submission of each Facility Use Application, the applicant verifies authorization to act as a legal agent of the named organization for the purpose of application for and use of a Rock Hill Schools' facility. The applicant acknowledges receipt of Policy KF – Community Use of School Facilities and Administrative Rule KF-R – Community Use of School Facilities and agrees to the conditions of building use as defined therein. The applicant agrees that it shall be responsible for the conduct and control of all participants and spectators and shall ensure that use of the facility is in accordance with all applicable federal, state, municipal, and Rock Hill Schools' safety regulations. The applicant agrees to provide adequate adult supervision during the use of the facility and will designate a person that will be responsible for the enforcement of all rules and procedures regarding the use of district facilities. This individual must be present from the time of entry stated on the application until all participants have left the premises and be the contact person for the Administrator in charge of the facility during event.

The applicant recognizes that the School District's property and general liability insurance policies do not provide coverage to external organizations using school facilities. The applicant is required to provide a current certificate of comprehensive general liability insurance in the amount of \$1,000,000 per occurrence. The certificate of liability insurance must have an endorsement naming Rock Hill Schools as an additional insured and must be received 10 days prior to the event.

The applicant agrees to indemnify, defend and hold harmless Rock Hill Schools, its respective agents, affiliates, officers, directors, servants, and employees of and from all loss, cost, damage, injury, liability, claims, liens, demands, actions, and causes of action whatsoever arising out of, or related to applicant's negligent or intentional acts, errors, and omissions or those of its employees, agents and participants in connection with the use of the Rock Hill Schools' facility.

District Policy requires an administrator attend each facility rental event. The assigned administrator is to provide responsible, courteous service to the group using the facility and has the authority to close the facility, if there is evidence of misuse or misconduct present. The applicant recognizes that the assigned administrator shall have neither the responsibility nor the authority to provide security to the user group or to any person who shall be on school premises with regard to such use.

The applicant recognizes that the user group is solely and exclusively responsible to provide all security services related to its use of facilities. If police protection is needed, as determined by the school principal or facility administrator, it must be provided by the user group. If required, the school principal and an authorized official of the police force, having jurisdiction over the site, shall determine the number of officers necessary based on the nature of the activity and anticipated number of participants and /or spectators.

**Facility Rental  
Terms of Use/Agreement**

The applicant recognizes that custodial services are required and must be provided by District employee(s). The number of workers will be jointly determined by the Principal/Director and the Director of Facilities. Persons using the facilities are responsible for leaving the buildings and grounds in the same manner as they were provided to them, clean and free from trash and debris.

The applicant recognizes that the custodian or event worker has been directed not to open the facility until the administrator is on duty.

Each group when requesting the use of facilities equipped with audio visual equipment when the intended use of the room is for speaking or performance activities must use the services of district authorized personnel.

The applicant recognizes that equipment which constitutes a safety hazard shall not be allowed on district premises at any time. The use of any material that may cause damage to district property is strictly prohibited. Arrangements must be made with the district for use of any special or extra equipment. Surface adhesives must be approved prior to application and removed by the group after the event. The cost to repair any damages to district property, will be charged back to the group.

The applicant recognizes that corridors, exits, and stairways must be always free of obstructions. Exits are to be lighted when facilities are in use. Members of audience or spectators must never stand or sit so the block exits, stairways, or aisle ways. Facility hallways are not available for activity use due to egress requirements. Parking should be only in designated areas and must not block exits or emergency access.

The use of district grounds and facilities shall not be granted for private social functions.

The use of district grounds and facilities shall not be granted when the district is closed.

All rental events must end by 10pm unless prior approval has been given.

The applicant recognizes that the use and possession of illegal drugs, tobacco and/or alcoholic beverages by any person or group on Rock Hill Schools' facilities is strictly prohibited. If there is any evidence of this use or possession, the agreement will be voided immediately, and future use may be denied.

Rock Hill Schools reserves the right to cancel permits when such action is deemed in the best interest of the district. Rental agreements are void when school is cancelled due to inclement weather, emergencies, or any other unforeseen circumstances.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_